

## **CONTINUING MUNICIPAL SERVICES RFQ 2016-09-01**

### **DRAFT Minutes of Evaluation Committee Meeting December 13, 2016.**

The meeting was called to order at 10:03 a.m. in Jarvis Hall.

Present were committee members Town Manager Bud Bentley, Assistant Town Manager Tony Bryan, Municipal Services Director Don Prince, and Debbie Hime, Purchasing Administrator for the purpose of this RFQ.

Members of the public present: Kim Zimmerman/CPZ Architects, John Doogan/Avirom & Associates, Kristen Lawlor/Miller Legg, Derrick Douglas/Synalovski Ramonik Saye, Bill Barboro/Carnahan Proctor Cross, David Mathews/Mathews Consulting, Thuher Nguyen/Via Planning, Curt Keyser/Calvin, Giordano & Associates, and Crystal Binford/CSA Architects.

Mr. Bentley called for public comment, of which there was none.

Mr. Bentley noted that Hansen and Associates did not sign Form #5 (No Financial Interest), and based on Section III number 3 under General Purchasing Policies of the Town's Purchasing Manual that the Purchasing Administrator has the authority to notify the responder of non-substantive omissions in their proposal and give them a short deadline to correct those omissions. The Committee agreed that this was not a substantial omission and directed the Purchasing Administrator to contact Hansen Associates to give them until the end of the week to sign the respective document.

Mr. Bentley reviewed that at the last meeting the Committee had decided that each would make their short list of to three recommendations in each discipline, with the exception of engineers which would have 5, so they could better distinguish between general engineering and water/sewer.

**Architecture:** Mr. Bryan noted that he was basing his recommendations on experience he may have had with a vendor, and chose Cartaya and Associates as a strong preference because of their previous work at Dolphin Inn. Mr. Bryan rated Synalovski Ramonik Saye number 2 based on their extensive experience on other municipal projects such as the Plantation Community Center, South Side Community Center, Hollywood Municipal Garage, Miramar Fire Station, and Marathon Library. His third choice was a tie between CPZ Architects and Stantec Consulting Services.

Mr. Prince recommended Synalovski Romanik Say, CPZ Architectst, and Hansen Associates.

Mr. Bentley recommended Cartaya and Associates, CPZ Architects, and noted for the record that he had worked with Chris Zimmerman in Fort Lauderdale years ago, and his second choice was Hansen and Associates.

Collectively the Committee agreed that Cartaya and Associates, CPZ Architects, and Hansen were the top three for Architecture, advised that they will do reference checks and then may have them come in for interviews.

It was then recommended that Synalovski also be added to the list for reference checks as well.

Mr. Bentley clarified we know all of the projects in the 5 year CIP, but if there is a large project over the CCNA limit that the consultants would be through a different process.

**Landscape Architecture:** Mr. Prince's recommendations were Architectural Alliance, Stantec Consulting, and Calvin, Giordano & Associates. Mr. Bryan chose Miller Legg because of the credentials of Mike Schnell; Keith and Schnars because of their work with FDOT, and did not have another recommendation as he felt there was not a big difference between the others. Mr. Bentley chose Architectural Alliance, Miller Legg, Keith and Schnars, and Stantec.

Collectively the Committee agreed to check references for Architectural Alliance, Stanec Consulting, Keith and Schnars, and Miller Legg.

**Surveying and Mapping:** Mr. Bentley recommended Avirom & Associates, Carnahan Proctor Cross, and Calvin Giordano & Associates. Mr. Bryan only recommended Avirom & Associates because of their experience and because of only doing surveying and mapping. Mr. Prince recommended Avirom & Associates, Miller Legg and Mathews Consulting.

Mr. Bentley asked as a part of reference checking that we ask how costs would be associated with travel time on smaller projects.

Committee agreed to check references on Aviron & Associates and Carnahan Proctor Cross.

**Traffic Engineering:** Mr. Bryan recommended Via Planning and R.J. Behar & Company. Mr. Prince recommended Calvin, Giordano & Associates, Mathews Consulting, and Stantec Consulting Services. Mr. Bentley recommended Via Planning, Stantec Consulting Services, and R J Behar & Company.

Committee agreed to check references for Via Planning, Stantec and R.J. Behar & Company.

Mr. Bentley pointed out, as a reminder that if Mathews gets picked for engineering, we can structure the contract to cover secondary services as well.

**Professional Engineering:** Mr. Bentley reminded the committee that they had previously agreed to break out engineering into two disciplines: general and sewer/water.

Mr. Prince recommended Clavin, Girodano & Associates, Flynn Engineering, Mathews Consulting, Miller Legg and R.J. Behar & Company without breaking into disciplines. Mr. Bryan recommended Flynn Engineering, Keith and Schnars, TRC Worldwide, R.J. Behar and Company, and Miller Legg. Mr. Bentley recommended Flynn Engineering, Carnahan Proctor Cross mostly because of their recent road projects and those with FDOT, and Stantec Consulting Services.

Mr. Prince and Mr. Bryan mentioned that they both chose Mathews for sewer/water and Miller Legg for both general and sewer/water.

Committee agreed to check references for Flynn Engineering, Carnahan Proctor Cross, Mathews Consulting, Miller Legg and R.J. Behar and Company.

The meeting was adjourned at approximately 10:36